

**NURSING HOME ADMINISTRATOR EXAMINING BOARD
LIVE MEETING/TELECONFERENCE MEETING MINUTES
AUGUST 4, 2011**

PRESENT: **Via Phone/Virtual Meeting:** Kenneth Arneson, Mary Ann Clark, Susan Kinast-Porter, Mary Lease, Kathleen Lyons (*joined the meeting at 9:56 a.m.*)
Physical Presence: Loreli Dickinson, David Egan, Earlene Ronk

EXCUSED: Mary Pike

STAFF: Dan Williams, Bureau Director; Colleen Baird, Legal Counsel; Kimberly Wood, Bureau Assistant; and Other Department Staff

CALL OPEN SESSION TO ORDER

David Egan, Chair, called the meeting to order at 9:36 a.m. A quorum of eight (8) members was present.

ADOPTION OF AGENDA

MOTION: Loreli Dickinson moved, seconded by Mary Lease, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF MAY 11, 2011

MOTION: David Egan moved, seconded by Earlene Ronk, to approve the minutes of May 11, 2011 as published. Motion carried unanimously.

ADMINISTRATIVE REPORT

Dan Williams reported to the Section regarding the following administrative matters:

- Travel Policy Changes:
 - The Department has partially lifted its travel freeze for out-of-state travel in circumstances where the state will not incur expense resulting from the travel.
 - The Department has eliminated its requirement for itemized receipt when submitting travel vouchers.
- The Department's name has changed from the Department of Regulation and Licensing to the Department of Safety and Professional Services effective as of July 1, 2011. The Department is currently undergoing a merger with the Division of Safety and Buildings and the Division of Environmental and Regulatory Services, of the Department formerly known as Commerce.

BOARD DISCUSSION AND POSSIBLE ACTION AS IT RELATES TO CURRENT RULES OF EDUCATION AND LICENSURE

Judy Mender, Credentialing Specialist, joined the Board for discussion of the need for updates to the Board's rules relating to educational programs and the definitions therein. The Board discussed other updates that may be needed.

MOTION: David Egan moved, seconded by Mary Ann Clark, to designate David Egan and Kenneth Arneson to research the need for updates to the Board's rules relating to educational programs and definitions, to bring their findings to the November 10, 2011 meeting. Motion carried unanimously.

BOARD CONSIDERATION OF AN APPROACH TO LICENSING OF APPLICANTS WITH EXCESSIVE CRIMINAL CONVICTION HISTORIES

The Board discussed its approach to licensing of applicants with excessive criminal histories. Judy Mender remained for this discussion and Jeanette Lytle, DOE Supervising Attorney, joined the meeting to discuss this matter with the Board. The Board determined that it will continue to address each application as issues are identified.

(Kathleen Lyons joined the meeting via teleconference connection at 9:56 a.m.)

LEGISLATIVE/ADMINISTRATIVE RULES

The Board discussed its ongoing legislative effort regarding the pursuit of legislation relating to the requirements for examinations for nursing home administrator licenses and for reciprocal nursing home administrator licenses, creating an exemption from such requirements, and granting rule-making authority. The Board requested that Dan Williams should submit this legislative draft to DSPS management for consideration of inclusion in the Department's clean-up bill.

EXAMINATION, EDUCATION AND EXPERIENCE ISSUES

David Egan asked if the Board wants to conduct a jurisprudence exam review at end of year. As only one volunteer was identified David Egan requested that the Board table this matter until its November meeting.

CLOSED SESSION

MOTION: Earlene Ronk moved, seconded by Loreli Dickinson, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; to consider licensure or discipline (s. 19.85(1)(b), Stats.; to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats. Roll Call Vote: Kenneth Arneson-yes; Mary Ann Clark-yes; Loreli Dickinson-yes; David Egan-yes; Susan Kinast-Porter-yes; Mary Lease-yes; and Earlene Ronk-yes. Motion carried unanimously.

Open Session recessed at 10:08 a.m.

RECONVENE TO OPEN SESSION

MOTION: Loreli Dickinson moved, seconded by David Egan, to reconvene to open session. Motion carried unanimously.

Reconvened to open session at 10:45 a.m.

**VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION,
IF VOTING IS APPROPRIATE**

The Board voted on matters deliberated during closed session, as outlined below.

**DELIBERATION OF CASE CLOSINGS AND REVIEW OF CASE STATUS REPORT
OR ANY SUBMITTED AFTER AGENDA SUBMISSION DEADLINE**

1. 06 NHA 031 – Prosecutorial Discretion (P3)
2. 07 NHA 030 – No Violation
3. 08 NHA 027 – Prosecutorial Discretion (P3)
4. 10 NHA 003 – Prosecutorial Discretion (P2)
5. 10 NHA 055 – No Violation
6. 10 NHA 072 – Prosecutorial Discretion (P2)
7. 11 NHA 007 – No Violation

MOTION: David Egan moved, seconded by Kenneth Arneson, to close the cases as identified above. Motion carried unanimously.

CONSULTING WITH LEGAL COUNSEL

Legal Counsel Baird was available to the Board for consultation purposes throughout the duration of closed session deliberations.

ADJOURNMENT

MOTION: Loreli Dickinson moved, seconded by Mary Ann Clark, to adjourn the meeting. Motion carried unanimously.

The meeting was adjourned at 10:47 a.m.